CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: **ASSOCIATE CURATOR OF COLLECTIONS**

DEFINITION

Under general supervision, responsible for performing a variety of specialized and technical task in preparing and maintaining Museum records on the ARGUS data base pertaining to accessions, loans, general inventory and collection management documents; and to do related work.

REPORTS TO: Curator of Collections or Museum Director

DISTINGUISHING CHARACTERISTICS

This is an intermediate level class in the collection management of Museum records. This class is distinguished from the Curator of Collections position in that it serves as an associate to the Curator of Collections with emphasis on the development and collection management through the ARGUS database of the Riverside Municipal Museum collection.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and lead direction from the Curator of Collections.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

• Develop and maintain record systems to control and identify objects accessioned by the Museum.

• Participate in processing new accessions, as well as, objects to be loaned from the collections, and all incoming loans for special use.

• Assist in maintaining appropriate records to establish responsibility and values of all such loans.

• Input and/or scan artifact information, images, and specimens into computerized database.

• Participate in updating record previously entered into computerized database.

• Maintain the database system by performing necessary system upgrades and maintenance activities.

• Define database terms and develop object records; generate system reports and perform search functions.

• Customize database software to meet the needs of the Riverside Municipal Museum.

• Assist in exploring possibilities for improved methods of inventory maintenance and opportunities for upgrading software or hardware.

• Participate in developing written materials such as a manual and/or guide for use by others in accessing the computerized database system.

• Organize and maintain the Riverside Municipal Museum's Research Library.

• Participate in preparation of manuals and documents that pertain to Riverside Municipal Museum collections.

• Participate in grant preparation for collections.

- Participate in Riverside Municipal Museums inventory.

- Participate in object storage.

- Supervise and train interns and volunteer Museum workers on database inputting.

- Fill in at the reception desk as needed.

QUALIFICATIONS

Knowledge of:

- Modern Office methods and practices.

- Principles, practices, and techniques of Museum accessioning.

- Record keeping principles and practices including use of computerized data base programs.

- Correct English usage, spelling, grammar and punctuation.

- Computer and related equipment operations and principles.

- ARGUS database.

Ability to:

- Prepare and maintain complex and technical manual and computerized record systems.

- Perform difficult collection management work; perform limited research, abd properly handle meseum objects.

- Employ good judgment and make sound decisions in accordance with established Museum procedures and policies.

- Rapidly and accurately type a wide variety of letters, forms, and reports.

- Operate personal computers and related software including computerized database.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in museum studies, historic resources management, education, history, or a closely related field.

Experience: Six months of experience in Museum Collections Management activities including experience with a computerized database and other related software and equipment.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

FROM: Associate Curator of Collections

TO: Curator of Collections